

**LOUISIANA DEPARTMENT OF REVENUE
OFFICE OF CHARITABLE GAMING
1-800-562-9235 or 225-925-1835**

**Distributors Instruction Sheet
License Renewal 2004-2005**

Please read the following and review your application forms before completing. All applications shall be submitted to the Office of Charitable Gaming no later than May 21, 2004. Failure to comply may result in the delay of the issuance of your license.

A license will not be issued until all required information has been provided to and approved by the Office. Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2004 until you have received a printed license for the 2004/2005 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$250 is submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming.
2. **All** sections of the application are completed fully and legibly along with all requested data and attachments. Please utilize the available checklist.
3. Application must be signed by the **President or head of the company and properly notarized.** The application must be signed and dated on the same date it is notarized.
4. Every three years a completed updated **personal history and financial statement** must be submitted to the Office on **all** Officers and Directors of your company.
5. If a change in ownership structure occurs during the fiscal year that causes a new owner to become an owner of 5% or more, a completed **personal history and financial statement** must be submitted for the owner.
6. A completed list of **all** Louisiana Employees must be submitted to the Office. The Office can provide your company a list of all employees currently registered. This list must be requested in writing.
7. The Office must be notified within 10 days whenever your company has any changes in employees or hires any new employees.

*****IMPORTANT NOTICE*****

It shall be the responsibility of each distributor to ascertain whether an organization has received its charitable gaming license on July 1, 2004, before gaming supplies are sold to that organization. Therefore, distributors shall require organizations to furnish a copy of their 2004/2005 license prior to sale of any gaming supplies to those organizations.

Also, it shall be the distributor's responsibility to ascertain that manufacturers are licensed by the Office for the 2004/2005 licensing year prior to purchasing any gaming supplies for sales to organizations.